

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, JANUARY 12, 2006  
8:30 A.M.**

Commissioners Present: Deb Schorr, Chair  
Bob Workman, Vice Chair  
Larry Hudkins  
Bernie Heier  
Ray Stevens

Others Present: Kerry Eagan, Chief Administrative Officer  
Gwen Thorpe, Deputy Chief Administrative Officer  
Kristy Mundt, Deputy County Attorney  
Trish Owen, Chief Deputy County Clerk  
Ann Taylor, County Clerk's Office  
Melissa Koci, County Clerk's Office

The Chair opened the meeting at 8:31 a.m.

**AGENDA ITEM**

**1 APPROVAL OF STAFF MEETING MINUTES OF TUESDAY,  
DECEMBER 20, 2005**

**MOTION:** Heier moved and Workman seconded approval of the Staff Meeting minutes of December 20, 2005. Schorr, Stevens, Workman and Heier voted aye. Hudkins was absent from voting. Motion carried.

Hudkins arrived at 8:33 a.m.

**2 ADDITIONS TO THE AGENDA**

- A. Director Evaluations (Exhibit A)
- B. Meetings Between the Lancaster County Rural Fire Districts and Lincoln Fire Department

**MOTION:** Heier moved and Stevens seconded approval of the additions to the agenda. Stevens, Workman, Heier, Schorr and Hudkins voted aye. Motion carried.

**3 LEGISLATIVE UPDATE** - Gordon Kissel, Legislative Consultant; Amy Prenda, Director of Legal Research and Analysis for Kissel/E&S Associates

Gordon Kissel, Legislative Consultant, gave a legislative update and reviewed Lancaster County legislative priorities (Exhibit B).

Dave Kroeker, Budget and Fiscal Officer, noted that the Board had received a letter from Mayor Seng regarding the County's road tax levy (Exhibit C) and asked whether the Board wants to address the issue legislatively.

Kissel said this will be a short legislative session and it is unlikely that it would be elevated to a top issue.

**ACTION ITEMS**

**F. Fuel Purchases and Hauling Fuel to County Engineer's Outlying Districts**

General discussion took place with Don Thomas, County Engineer; and Kathy Smith, Assistant Purchasing Agent, regarding fuel purchases and hauling of fuel to the County Engineering's outlying districts. Thomas said he went out for bids on fuel but did not receive bids for loading the tanker. Smith said the County could rebid the fuel purchase and contact the vendors. She estimated that the process would take six weeks. The Purchasing Act does not require competitive bids for fuel purchases.

**MOTION:** Workman moved and Hudkins seconded to: 1) Authorize Don Thomas, County Engineer, to purchase fuel without going through the bid process until the issue is resolved; and 2) Direct the Purchasing Department to try to secure a bid for the fuel. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

**4 TWO (2) LANCASTER MANOR VANS** - Larry Van Hunnik, Lancaster Manor Administrator

Larry Van Hunnik, Lancaster Manor Administrator, requested authorization to request bids for two (2) replacement vans. He recommended that the County consider Van Terra (Exhibit D), rather than conversion vans. The cost is estimated to be in the range of \$45,000 to \$46,000 each. Funding will be through the Manor's Renewal and Replacement Fund.

**MOTION:** Hudkins moved and Workman seconded to authorize the Purchasing Department to look at the vans that the Lancaster Manor Administrator has recommended. Stevens, Workman, Heier, Schorr and Hudkins voted aye. Motion carried.

#### **ADDITIONS TO THE AGENDA**

B. Meetings Between the Lancaster County Rural Fire Districts and Lincoln Fire Department

Workman and Hudkins reported on meetings that have been held to discuss ambulance needs in the county and how to compensate the Lincoln Fire Department for their ambulance service calls. They suggested that it may be appropriate for the County Board to help with the costs.

Board consensus was to schedule further discussion on the Mid-Year Budget Retreat agenda.

#### **5 RURAL ADDRESSING UPDATE AND ADDRESS NOTIFICATION LETTERS - Doug Pillard and Arlynn Brunke, County Engineering**

Doug Pillard and Arlynn Brunke, County Engineering, presented Rural Address Sign Update (Exhibit E).

Brief discussion took place regarding notification to properties of address changes and an appeals process.

**MOTION:** Hudkins moved and Stevens seconded to direct that a letter be drafted explaining the necessity and criteria for the address changes and that the avenue of appeal will initially be through County Engineering and then through the County Board.

Kerry Eagan, Chief Administrative Officer, agreed to work with County Engineering in drafting the letter.

Hudkins suggested that appeals be heard at the regular County Board of Commissioners meetings.

**ROLL CALL:** Schorr, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

Pillard said some county residents have objected to the signs or their locations and said the some signs have been moved or removed.

Brief discussion took place regarding the need for a county resolution requiring address signs in the county right-of-way and a fee for new residences. There was Board consensus to schedule additional discussion with a representative of the Planning Department.

**6 A) ENCARTELE UPDATE; AND B) DETENTION AGREEMENT WITH NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) - Michelle Schindler, Youth Services Center Deputy Director; Kristy Mundt, Deputy County Attorney**

**Detention Agreement with Nebraska Department of Health and Human Services (HHS)**

Michelle Schindler, Youth Services Center Deputy Director, reported on efforts to negotiate a contract with the Nebraska Department of Health and Human Services (HHS) for per diem costs (contract would cover five different categories of youth in the facility). She said HHS has indicated that it can not pay the depreciation costs that are factored into the care day costs for the facility and wants to retain its current rate of \$202. HHS has indicated a willingness to discuss the tiered approach (a year-end adjustment to the actual cost) that the Board previously discussed as an option.

Dave Kroeker, Budget and Fiscal Officer, said a calculation, based on the current population, comes out to \$241 per day excluding depreciation.

Stevens suggested that consideration be given to charging the State a higher fee to recoup expenses should the number of youth incarcerated at the State's expense force the County to open an additional housing pod.

Kristy Mundt, Deputy County Attorney, said it is unlikely that the State will sign a contract at the new rate so the current contract, which expired in October, 2005, will need to be extended.

Heier said Lancaster County should stop taking the State's youth if they won't sign a new contract.

Stevens suggested that the State be given a deadline of February 1, 2006 to sign a new contract or remove their youth from the facility.

**MOTION:** Heier moved and Hudkins seconded to submit a contract to the State with a per diem rate of \$234, the rate that is being charged contract counties.

**FRIENDLY AMENDMENT:** Workman offered a friendly amendment to present the proposal with the tiered option.

The maker of the motion and the seconder agreed to the friendly amendment.

**ROLL CALL ON THE ORIGINAL MOTION AS AMENDED:** Heier, Schorr, Stevens, Workman and Hudkins voted aye. Motion carried.

**MOTION:** Hudkins moved and Heier seconded to direct the Chair and Vice Chair to set up a meeting with Nancy Montanez, Nebraska Department of Health & Human Services (HHS) Director, to explain the County's point of view. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

### **Encartele Update**

**MOTION:** Hudkins moved and Heier seconded to enter Executive Session at 9:54 a.m. for discussion of potential litigation. Stevens, Workman, Heier, Schorr and Hudkins voted aye. Motion carried.

Hudkins exited the meeting.

**MOTION:** Heier moved and Stevens seconded to exit Executive Session at 10:08 a.m. Schorr, Stevens, Workman and Heier voted aye. Hudkins was absent from voting. Motion carried.

### **7 CLERK OF THE DISTRICT COURT FINANCIAL REPORT - Sue Kirkland, Clerk of the District Court**

Sue Kirkland, Clerk of the District Court, presented a financial report and said an audit accounted for all funds except for \$1,704.88 (Exhibit F). This amount could not be traced due to a lack of records.

Hudkins returned to the meeting at 10:13 a.m.

Eagan noted there had been allegations that some of the inconsistencies existed prior to the last Clerk of the District Court taking office.

Kirkland said the accounts were balanced prior to 1999 when the office went onto the Judicial Users System to Improve Court Efficiency (JUSTICE) System.

### **8 PENDING LITIGATION AND SECURITY ISSUE - Mike Thew, Chief Deputy County Attorney**

**MOTION:** Heier moved and Hudkins seconded to enter Executive Session at 10:13 a.m. for discussion of pending litigation and a security issue. Heier, Schorr, Stevens, Workman, Hudkins voted aye. Motion carried.

**MOTION:** Heier moved and Workman seconded to exit Executive Session at 10:24 a.m. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

**9 SALARIES FOR UNCLASSIFIED EMPLOYEES AND CHIEF DEPUTY ELECTED OFFICIALS** - Don Taute, Personnel Director; John Cripe, Classification and Pay Manager

Extensive discussion took place regarding salaries for unclassified employees and chief deputy elected officials. It was noted that: 1) Salary recommendations for chief deputy elected officials were received from all of the elected officials, with the exception of the County Treasurer; and 2) The Sheriff's salary recommendation for his chief deputy is based on market comparability.

**MOTION:** Stevens moved and Hudkins seconded to direct the County Attorney's Office to prepare a resolution using the recommended salaries for 2006 for Joe Kelly, Chief Deputy County Attorney; Mike Thew, Chief Deputy County Attorney; Doug Cyr, Chief Administrative Deputy County Attorney; Scott Helvie, Chief Deputy Public Defender; Robert G. Hays, Chief Deputy Public Defender; Margene Timm, Chief Deputy Public Defender; Rob Ogden, Chief Field Deputy Assessor/Register of Deeds; Scott Gaines, Chief Administrative Deputy Assessor/Register of Deeds; Larry Worrell, County Surveyor; Terry Adams, Deputy County Treasurer; and Linda Sanchez-Masi, Chief Deputy Clerk of the District Court. Stevens, Workman, Schorr and Hudkins voted aye. Heier voted no. Motion carried.

It was noted that Jodi Nelson is leaving her position as Chief Deputy County Attorney for the Juvenile Division and that a salary increase would only apply to the period of December 22, 2005 through January 10, 2006 (her last day). The County Attorney has recommended a 3% increase which would make Nelson's salary \$105,335.00.

Gary Lacey, County Attorney, appeared and said Alicia Henderson, the new Chief Deputy County Attorney for the Juvenile Division, accepted the position with the understanding that her salary would be set at \$105,335.00 (90% of the County Attorney's salary). **NOTE:** The Board set the salary for Alicia Henderson at \$102,267 at the January 10, 2006 Board of Commissioners Meeting. The County Attorney has recommended a 3% increase.

**MOTION:** Stevens moved and Hudkins seconded to direct the County Attorney's Office to include the following in the resolution for chief deputy salaries for 2006: 1) \$102,267.90 for Jodi Nelson; and 2) \$102,267.90 for Alicia Henderson.

**FRIENDLY AMENDMENT:** Stevens offered a friendly amendment to make the salaries \$102,409, which is 87.5% of the County Attorney's salary.

The seconder agreed to the friendly amendment.

**ROLL CALL ON THE ORIGINAL MOTION AS AMENDED:** Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

**MOTION:** Workman moved and Hudkins seconded to approve a salary of \$85,917 for Bill Jarrett, Chief Deputy Sheriff, which is 95% of the Sheriff's salary. Stevens, Workman, Heier, Schorr and Hudkins voted aye. Motion carried.

It was noted that the County Clerk has recommended that the salary for Trish Owen, Chief Deputy County Clerk, be set at 98% of his salary.

**MOTION:** Hudkins moved and Workman seconded to set the salary for Trish Owen, Chief Deputy County Clerk, at \$62,699, which is 95% of the County Clerk's salary. Workman and Hudkins voted aye. Schorr, Stevens and Heier voted no. Motion failed.

**MOTION:** Heier moved and Stevens seconded to set the salary for Trish Owen, Chief Deputy County Clerk, at \$64,648, which is 98% of the County Clerk's salary. Heier, Schorr, Stevens, Workman and Hudkins voted aye. Motion carried.

Additional discussion took place regarding salaries for unclassified employees.

Don Taute, Personnel Director, said the Board was provided with a matrix that shows a 3% across-the-board increase. In addition, directors will be eligible for merit increases. He suggested that consideration also be given to market adjustments for the following positions: 1) Veterans Service Officer/General Assistance Director; 2) Assistant Veterans Service Officer/Assistant General Assistance Director; and Child Support Referee.

**MOTION:** Heier moved and Hudkins seconded to direct the County Attorney's Office to prepare a resolution to allow a 3% across-the-board increase for all unclassified employees for 2006, with options for merit increases and cost-of-living adjustments. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

John Cripe, Classification and Pay Manager, said the 3% across-the-board increase will apply to the Bailiffs and Psychiatrists.

District Court Judge Paul D. Merritt Jr. appeared and recommended a market adjustment of \$3,200 for Susan Gillan, Child Support Referee. He urged the Board to continue with market adjustments until there is equality for the position.

**MOTION:** Hudkins moved and Workman seconded to approve a market adjustment of \$3,200 for Susan Gillan, Child Support Referee. Stevens, Workman, Heier, Schorr and Hudkins voted aye. Motion carried.

Terry Wagner, Lancaster County Sheriff, appeared and presented salary recommendations for Sheriff's Captains (Exhibit G).

**MOTION:** Heier moved and Stevens seconded to direct the County Attorney's Office to prepare a resolution adopting the recommendations for Sheriff Captains.

Wagner said the Board had voted at the September 23, 2004 Staff Meeting to have Sheriff Captains receive benefits to mirror those of the Deputy Sheriffs, but Resolution No. R-04-0141, which was passed at the November 23, 2004 Board of Commissioners Meeting, failed to include those benefits. He asked the Board to reflect the changes in benefits that were approved on September 23, 2004 in a new resolution and to make them retroactive to January, 2005.

Cripe noted that the Early Retirement Incentive Program for Deputy Sheriffs did not exist at that time.

Wagner said it is his intent to include the Sheriff Captains in the program.

Stevens suggested the need for a broader discussion of retirement incentives for non-represented employees.

**ROLL CALL:** Schorr, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

**MOTION:** Heier moved and Hudkins seconded to offer the benefits available to Deputy Sheriffs to the Sheriff Captains, including the Early Retirement Incentive Program. Heier, Schorr and Hudkins voted aye. Stevens and Workman voted no. Motion carried.

Gary Lacey, County Attorney, and Dennis Keefe, Public Defender, appeared and presented their recommendations for Attorney I's and II's (Exhibits H & I).

**MOTION:** Heier moved and Stevens seconded to direct the County Attorney's Office to prepare a resolution increasing the total salary amount for Attorney I's and II's by 5% and to allow the County Attorney and Public Defender to determine the distribution. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

**10 YOUTH SERVICES DIRECTOR** - Don Taute, Personnel Director; Pat Kant, Personnel Coordinator

Pat Kant, Personnel Coordinator, said twenty-seven applications were submitted for the position. Of that number, twenty did not complete the essay questions. She said one option would be to contact those that did not complete the essay questions and provide them a deadline for submission if they wish to be considered for the position.

Hudkins said he does not see a reason to continue the search process and supports naming Michelle Schindler, Youth Services Center Deputy Director, the new director.

Stevens said he would like to read the responses to the essay questions before making a job offer.

**MOTION:** Workman moved and Heier seconded to enter into negotiations with Michelle Schindler, Youth Services Center Deputy Director, for the purposes of hiring her as the Youth Services Center Director. Workman, Heier, Schorr and Hudkins voted aye. Stevens voted no. Motion carried.

**11 ACTION ITEMS**

A. City-County Common Agenda Items (February 7, 2006)

The following items were proposed: 1) Legislation to require building permits for farmstead residences within the City's three-mile zoning jurisdiction; and 2) Proposed sale of the K Street Complex.

B. Request from Records & Information Management to Purchase Microfilm Reader (\$1,750)

**MOTION:** Stevens moved and Heier seconded approval of the request out of the department's budget.

The Board asked that Brian Pillard, Records & Information Manager, get an estimate for repair of the existing equipment before proceeding with the purchase.

**ROLL CALL:** Stevens, Workman, Heier, Schorr and Hudkins voted aye. Motion carried.

C. Paycheck Insert for January 26, 2006 (Safety Newsletter)

**MOTION:** Stevens moved and Hudkins seconded approval. Schorr, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

D. Microcomputer Request, C#2006-001, \$669.38 from Election Commissioner's Budget for 150 ZIP Disks

**MOTION:** Hudkins moved and Stevens seconded approval. Heier, Schorr, Stevens, Workman and Hudkins voted aye. Motion carried.

E. Ratify Letter of Support for Lincoln Convention & Visitors Bureau's (CVB's) bid to Nebraska School Activities Association (NSAA) for One Act Play Competition

**MOTION:** Hudkins moved and Stevens seconded approval. Schorr, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

F. Fuel Purchases and Hauling Fuel to County Engineer's Outlying Districts

Item was moved forward on the agenda.

## **12 ADMINISTRATIVE OFFICER REPORT**

### **A. Committee Assignments**

The Board reviewed a list of the committee assignments (see agenda packet) and made the following changes:

- Eliminate the Stevens Creek Citizen Advisory Board, Community Learning Centers Committee and Area 5 Agricultural and Horticultural Land Valuation Board from the list
- Move Board of Equalization Chair, Leasing Corporation Chair and Lincoln Partnership for Economic Development (LPED) Investors to Schorr's list of assignments
- Move Board of Equalization Vice Chair, Leasing Corporation Vice Chair, Corrections Vice Chair, Officials Committee and Monthly Meeting of County Board Chair, Vice Chair and Mayor to Workman's list of assignments

- Move Lincoln Partnership for Economic Development (LPED) Investors Alternate to Hudkins' list of assignments
- Move Visitors Promotion Committee to Stevens' list of assignments

B. Mid-Year Budget Review Agenda

The Board reviewed a draft of the agenda (Exhibit J). There was Board consensus to move the starting time to 8:30 a.m. and to schedule discussion with Gordon Kissel, Legislative Consultant.

C. Correspondence from Ron Busch Regarding Lincoln Housing Authority

The Board asked Eagan to advise Busch of applicable law.

D. Lincoln Electric System (LES) Gas Line

Workman reported on a problem involving a noisy gas line in a constituent's backyard.

E. Date for Employee Recognition Luncheon (Tuesday, May 16, 2006)

There was no objection to the proposed date.

F. Interim Youth Services Center Director

See Item 10.

G. County Drug Card Information on Health Department Information and Referral Software (Iris)

Board consensus to refer the request to the National Association of County Officials (NACo).

H. Food Bank Drive (April 10-21, 2006)

There was no objection to the proposed dates.

I. Keno Advisory Board Appointment

**MOTION:** Stevens moved and Hudkins seconded to take the candidates in order, as recommended by the Keno Human Services Prevention Advisory Board: 1) Jeffrey G. Steffensmeier; and 2) Reverend Wayne. M. Reynolds. Schorr, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

- J. Nebraska Association of County Officials (NACO) County News Request for Information ("What's Ahead for Your County in 2006")

Items suggested were completion of the Rural Addressing Project and rural ambulance service.

- K. City Ambulance Task Force

**MOTION:** Heier moved and Stevens seconded to appoint Commissioner Hudkins; Dave Kroeker, Budget and Fiscal Officer; and Doug Ahlberg, Emergency Management Director, to the City Ambulance Task Force. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

- L. Management Team Schedule for February, 2006

Board consensus was to hold the meeting on February 16, 2006.

- M. Claim for Review: Payment Voucher #50478-00063, for Ruth A. Eisenmann for mileage from August 15, 2005 through November 27, 2005 in the total amount of \$69.84. The claim for mileage for August in the \$17.46 is over the 90 day time period (see State Statute §23-135).

**MOTION:** Stevens moved and Heier seconded to handle the claim through the regular claims process at the Tuesday, January 17, 2006 Board of Commissioners Meeting. Stevens, Workman, Heier, Schorr and Hudkins voted aye. Motion carried.

- N. South Street Streetscape Project Update

Eagan gave a brief update on the project.

- O. Southeast District Nebraska Association of County Officials (NACO) Spring Meeting (March 9, 2006 in Beatrice, Nebraska)

Hudkins and Workman indicated plans to attend.

- P. Air Pollution Control Advisory Board Meeting Schedule

It was noted that the meeting time has changed from 3 p.m. to 4 p.m.

Q. Staff Meeting (February 9, 2006)

The Board cancelled the February 9, 2006 Staff Meeting, due to the lack of a quorum.

### **13 DISCUSSION OF BOARD MEMBER MEETINGS**

A. Lincoln Independent Business Association (LIBA) Budget Monitoring Committee - Stevens

Report was given at the December 20, 2005 Staff Meeting.

B. Monthly Meeting of Public Building Commission (PBC) Chair, Vice Chair and Mayor - Hudkins

Workman said discussion focused on the Lincoln-Lancaster County Health Department expansion, sale of the K Street complex, use of the Courthouse Plaza and restricting basement access to the Justice and Law Enforcement Center.

C. Lincoln Independent Business Association (LIBA) Monthly Meeting - Stevens, Schorr

Stevens and Schorr reported that discussion focused on the K Street Complex and elected officials' salaries.

D. Arena Task Force - Schorr

No meeting.

E. Lincoln Partnership for Economic Development (LPED) - Schorr

Schorr said there was a presentation from the UNL Technology Transfer Department. There was also a presentation on the LPS bond issue.

Heier requested a breakdown of federal, state and local monies spent over the last ten years in downtown Lincoln for economic development.

F. General Assistance (GA) Monitoring Committee - Stevens, Schorr

Schorr said there were two responses to the Request for Proposals (RFP) for pharmacy services. The Purchasing Department has recommended that the County continue to contract with Wagey Drug Company, Inc.

G. Public Building Commission (PBC) - Hudkins, Workman

See Item 13B.

H. Board of Health Meeting - Hudkins

Hudkins said the problem of stray cats was discussed.

I. Monthly Meeting of County Board Chair, Vice Chair and Mayor -  
Hudkins, Schorr

Schorr said they discussed Mayor Seng's letter regarding the County's road tax levy.

**ADDITIONS TO THE AGENDA**

A. Director Evaluations (Exhibit A)

**MOTION:** Hudkins moved and Workman seconded to enter into Executive Session at 1:38 p.m. Stevens, Workman, Heier, Schorr and Hudkins voted aye. Motion carried.

**MOTION:** Hudkins moved and Heier seconded to exit Executive Session at 3:34 p.m. Schorr, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

**MOTION:** Stevens moved and Heier seconded to change the rating scale for merit increases to quarter percent increments. Heier, Schorr, Stevens, Workman and Hudkins voted aye. Motion carried.

Hudkins said he would feel more comfortable capping it at 2.50% for this year and to make readjustments in quarterly increments.

**MOTION:** Stevens moved and Hudkins seconded to direct the County Attorney's Office to prepare a resolution giving Larry Van Hunnik, Lancaster Manor Administrator, at 2.5% merit increase; Gary Chalupa, Veterans Service Officer/General Assistance Director, a 2.0% merit increase; Rick Ringlein, Assistant Veterans Service Officer/Assistant General Assistance Director, a 2.0% merit increase; Doug Ahlberg, Emergency Management Director, a 2.0% merit increase; Russ Shultz, Noxious Weed Control Authority Superintendent, a 2.0% merit increase; Dean Settle, Community Mental Health Center Director, a 2.25% merit increase; Kerry Eagan, Chief Administrative Officer; a 2.25% merit increase; and Gwen Thorpe, Deputy Chief Administrative Officer, a 2.0% merit increase.

The maker of the motion and the seconder withdrew their motion.

**NOTE:** The Board received information relating to the directors' salaries (Exhibit K).

#### **14 ADJOURNMENT**

**MOTION:** Stevens moved and Hudkins seconded to adjourn the meeting at 3:42 p.m. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

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Bruce Medcalf  
Lancaster County Clerk